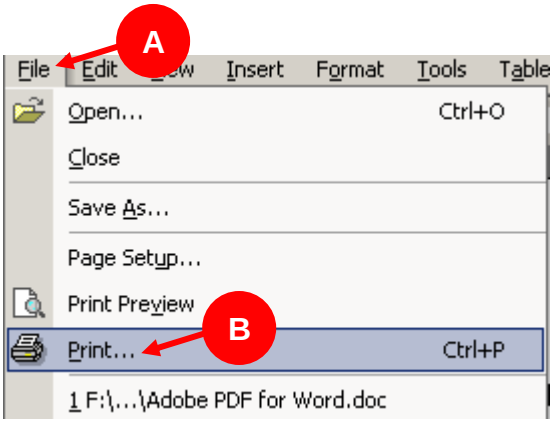
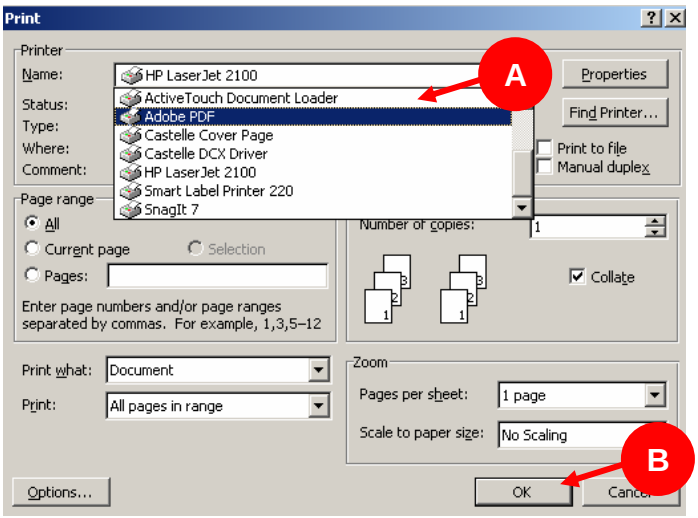
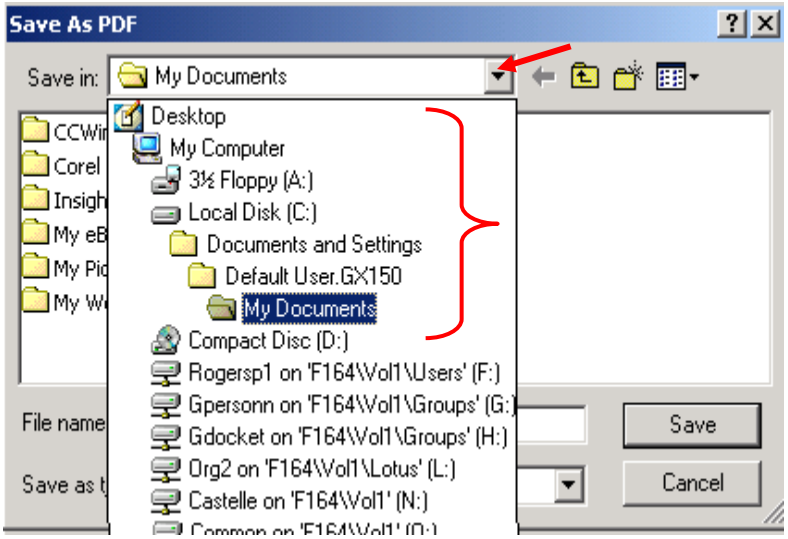
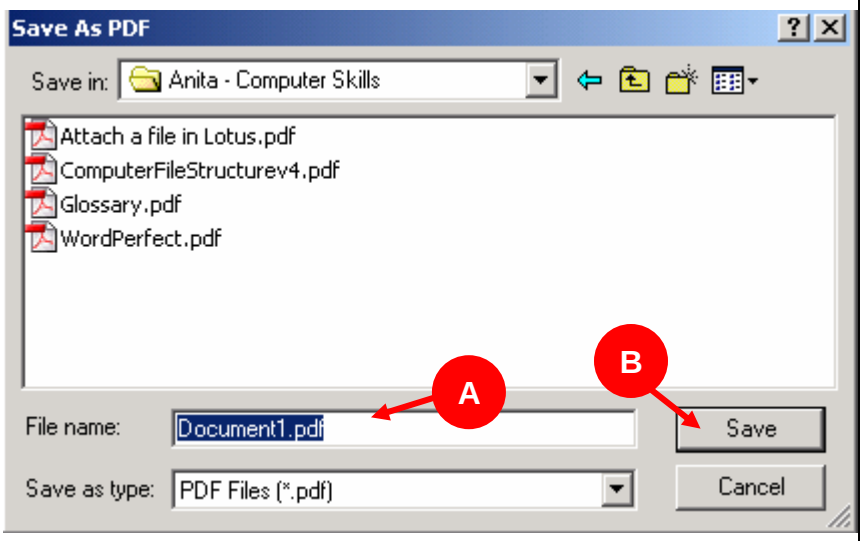
Create an Adobe PDF File from a Word Document

Step	Action
1.	Create your Word document.
2.	A. Click **File**. B. Mouse down to **Print.** 
3.	A. Mouse down and click **Adobe PDF.** B. Click **Print**. 

Create an Adobe PDF File From a Word Document (continued)

Step	Action
4.	A. Click the ▼ of the drop down menu of the **Save in** box, and select the directory where you want to save the file. B Select the folder where you want to save the file.
5.	A. Type the name of the file. B. Click **Save**.